

MINUTES
Baraboo Area Fire and EMS District Commission Meeting
Baraboo Fire & EMS Station 135 4th Street, Baraboo, WI 53913
Wednesday, February 21, 2024 at 6:30pm

Commissioners Present: Joel Petty, Scott Sloan (Virtual), Tim Stone (Virtual), Terry Turnquist, Dan Zurawski, Mike Arndt

Commissioners Excused: Heather Kierzek, Randy Puttkamer, Dave Kitkowski

Others Present: Warren Mohar, Caleb Johnson, Kevin Stieve, Josh Hecht, Mark Willer

Call Meeting to Order – Meeting was called to order by Joel Petty at 6:30pm.

Note compliance with the Open Meeting Law – Compliance with Open Meeting Law was verified.

Roll Call – Roll Call was taken.

Adoption of Agenda – Motion by Dan Zurawski, seconded by Terry Turnquist to approve. Voice vote, motion carried unanimously.

Approval of January 24th, 2024, Minutes – Motion by Dan Zurawski, seconded by Mike Arndt to approve. Voice vote, motion carried unanimously.

Public Comments – None noted.

Reports

- President – None.
- Legal – None.
- Financial – Financial statements prepared by the City of Baraboo Finance Director are included in the packet.
- Asst. Chief of Operations – Assistant Chief Josh Hecht gave the Operations Report.
- Asst. Chief of Training – Assistant Chief Josh Hecht gave the Training Report.
- EMS Chief – Chief Johnson gave the EMS Report.
- Fire Chief – Chief Stieve gave the Fire Report.

Closed Session

Upon proper motion and vote, the Baraboo Area Joint Fire and EMS District Commission may convene into Closed Session pursuant to Wis. Stats. 19.85(1)(c) for considering employment, promotion, compensation, or performance evaluation data of any public employee over which the governmental body has jurisdiction or exercises responsibility. (Fire and EMS Chiefs annual performance evaluation) **Motion by Mike Arndt, seconded by Terry Turnquist to convene into closed session. Roll call vote, all ayes. Motion carried unanimously.**

Motion by Mike Arndt, seconded by Dan Zurawski to return to open session. Roll call vote, all ayes. Motion carried unanimously.

Open Session

The Baraboo Area Joint Fire and EMS District Commission will return to Open Session pursuant to Wis. Stats. 19.85(2) and may take action as a result of closed session discussions.

Approved: April 24, 2024

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Motion by Mike Arndt, seconded by Dan Zurawski to authorize Commission President Joel Petty to award cost of living adjustments to the Fire and EMS Chief, as discussed in closed session. Voice vote, motion carried unanimously.

New Business

Discussion and possible action regarding the following items:

1. Approve check details and online payments for December 2023, in the amount of \$190,020.23. **Motion by Tim Stone, seconded by Scott Sloan to approve. Voice vote, motion carried unanimously.**
2. Approve check details and online payments for January 2024, in the amount of \$259,927.65. **Motion by Scott Sloan, seconded by Tim Stone to approve. Voice vote, motion carried unanimously.**
3. Approve write-off of patient accounts in the amount of \$216,136.46, per AMB recommendation. **Motion by Scott Sloan, seconded by Tim Stone to approve. Voice vote, motion carried unanimously.**
4. Approve transfer of funds in the amount of \$889.30 from LGIP-FAP-Basic to Community First General Money Market Account for eligible FAP expenditures (Johnson) **Motion by Scott Sloan, seconded by Tim Stone to approve. Voice vote, motion carried unanimously.**
5. Resolution No. 2024-04 Approving First Amendment to the Baraboo Area Fire and EMS District Personnel Board Rules of Procedure. **Motion by Dan Zurawski, seconded by Terry Turnquist to approve. Voice vote, motion carried unanimously.**
6. Resolution No. 2024-05 Approving 2024 Q4 2023 Fire & EMS Budget Amendments (Johnson/Stieve) **Motion by Scott Sloan, seconded by Tim Stone to approve. Voice vote, motion carried unanimously.**
7. Resolution No. 2024-06 Designating 2023 Fund Balances (Johnson) **Motion by Scott Sloan, seconded by Dan Zurawski to approve. Voice vote, motion carried unanimously.**
8. Approve Position Descriptions for:
 - a. Part-time Firefighter/EMT/Paramedic
 - b. Part-time EMT/Paramedic**Motion by Scott Sloan, seconded by Tim Stone to approve. Voice vote, motion carried unanimously.**

Commissioner Comments & Future Agenda Items

Next Meeting: Wednesday, March 27th, 2024, at 6:30pm

Adjournment – Motion by Tim Stone, seconded by Dan Zurawski to adjourn. Voice vote, motion carried unanimously.

Respectfully Submitted, Megan Marshall, Executive Assistant, Baraboo Fire and EMS District

Approved: April 24, 2024